



## Mentoring Agreement & Goals

### Mentor Contact Information:

Name:

Address:

City/State/Zip:

Phone:

Email:

The mentor/mentee relationship is very important. Understanding the goals of the program helps make the relationship a productive one.

The mentor will be responsible for:

- Initiating a contact phone call
- Assisting with identifying no more than 3 professional goals
- Initiating \_\_\_\_\_ contacts each month
- Assisting with the location of resources to meet goals.
- Setting up a goal time-line for the mentoring process with the mentee
- Other:

The mentee will be responsible for:

- Setting no more than 3 professional goals.
- Following through on the agreed upon goal time-line.
- Other:

Anticipated length of mentoring experience:

☐ 8 hours

☐ 16 hours

☐ 24 hours

Mentoring visits will primarily be held:

☐ Evenings (list day and time)

☐ Saturdays (list times)

☐ Sundays (list times)

## Goal Setting

In order to measure success, it is important to set realistic goals. We need to articulate how we will achieve goals, the objective to be achieved, what the outcomes will be, and attach timelines to each goal.

**Goal 1:**

Objective:

Outcome:

Completion Date:

**Goal 2:**

Objective:

Outcome:

Completion Date:

**Goal 3:**

Objective:

Outcome:

Completion Date:

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Mentor Signature & Date

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Mentee Signature & Date